



**Internship with the
Michigan Department of Agriculture & Rural
Development (MDARD)
& the Food Export Association of the Midwest USA**

May 6 – August 31, 2019 (Start date is flexible & there is a possibility for extension beyond August)

Hours: 25-30/week (May – Aug.)

International Marketing Internship

Duties:

- Provide assistance in organizing and planning international marketing activities to promote Michigan agricultural products to the world.
- Contact Michigan food and agriculture exporters to ensure company information is accurate and complete for the International Marketing Program's database.
- Contact Michigan companies to recruit them for various international marketing activities.
- Promote activities and programs offered by the International Marketing Program and Food Export Association of the Midwest through Twitter, Facebook, newsletter and additional formats.
- Write success stories on Michigan companies that have participated in programs and services offered by Food Export.

Knowledge and Skills Required:

- Strong organizational skills and the ability to prioritize work
- Verbal and writing skills, comfortable with e-mail communication and cold calling
- Ability to provide excellent customer service to a wide range of Michigan companies and producers
- Ability to organize and implement programs and services
- Computer skills (especially in MS Office, Access, various social media platforms, Adobe InDesign, and internet research)

Minimum Education Required:

Applicant should be enrolled in a post-secondary educational institution. Applicants should be in their second or third year of undergraduate studies or a first year graduate students enrolled in these preferred areas of study: **International Relations, Food Marketing, Agriculture Communications, Marketing, Agriculture Business, Business or a similar major/field.**

Student is a contract employee with the Food Export Association of the Midwest located in Chicago, IL but will work from the MDARD office in Lansing, MI and is supervised by MDARD's International Marketing Program Manager. This is a paid internship.

Please send resume with cover letter and a copy of your college transcripts to Jamie Zmitko-Somers at zmitkoj@michigan.gov, by April 1, 2019. Please direct questions to Jamie Zmitko-Somers at 517-284-5738.